

Minutes—Approved  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., Thursday, November 12, 2015,  
REGULAR MEETING

MEETING LOCATION  
DIXON CITY COUNCIL CHAMBERS  
600 EAST A STREET, DIXON, CA 95620

**1. Call to Order**

Mr. Bloom called the meeting to order at 7 pm

**2. Business meeting**

**a. Pledge of Allegiance**

Pledge of Allegiance said

**b. Roll Call**

Trustees

**John Gabby, President**—absent

**Andrew Bloom, Vice President**—present

**Guy Garcia, Clerk**—absent

**Caitlin O'Halloran, Member**—present

**Joe Dipaola, Member**—present

Staff

**Steve Arozena, Library Director**—present

**3. Notice to the Public**

None

**4. Correspondence**

None

**5. Consent Agenda**

None

**6. Public Comment**

None

**7. Guests & Presentations**

## 8. Director's Report

### ■ Library Activities

- Mr. Arozena stated that the new Children's Librarian, Jim Tinder, has made it a priority to do outreach to the schools. He has visited several of the local public and private schools and had visits from others at the library. He is trying to reach out to other schools to arrange regular visits with them as well.
- The Food for Fines program is currently on at the library and will run through November 19. People can bring in canned food and receive one dollar off their fines up to a maximum of ten dollars. The food will be picked up by the Solano/Contra Costa Food Bank.
- Mr. Arozena stated that the phones are now working and the library has VOIP. Mr. Dipaola asked if the aggregator box was working correctly and if the one line had been disconnected to fix the problem. Mr. Arozena confirmed that we are using two lines from WAVE and one from AT&T.
- Mr. Arozena said that there is now a small circulating collection of materials for children at the Migrant Center. Mr. Dipaola said that the center is about to close until next April and that he will try to get the books ready to go back to the library.
- Mr. Arozena said that so far the increased amount the library contributes toward health insurance for full-time employees has not made a large negative impact on the budget. With 33% of the budget year done, the health insurance spending is at 39% of the budgeted amount.

## 9. Ongoing Business

- **Resolution on adoption of new facilities fees from Willdan Report**
- Mr. Arozena explained that the attorney drew up a resolution to officially adopt the Willdan Report. This resolution will be presented with the report at the Solano County Board of Supervisor.
- Mr. Dipaola stated that he wanted it put into the record that he sees the necessity of adopting the new fees as presented by Willdan at this time, but that the Board has not decided what to do with the Miller Building yet and that the fees may need to be readjusted in the future to reflect new circumstances. He also stated that he does not agree with all of the findings of Willdan.
- Ms. O'Halloran moved to approve the resolution. Mr. Bloom seconded. The motion passed 3-0.
- **Adoption of Annual Impact Fee Report**
- Mr. Arozena said that the annual impact fee report based on 2014/15 figures needs to be approved by the Board before

being presented to the Solano County Board of Supervisors. Mr. Arozena wanted to clarify that this is based on what has been collected based on the old rate, not the new one implemented by the Willdan report.

- Ms. O'Halloran moved to approve the resolution. Mr. Bloom seconded. The motion passed 3-0.

- **Miller Building update**

- Mr. Arozena stated that there had been some concern about the suitability of the Miller Building for tenants due to potential health hazards or liability. He said that he met with Mr. Gabby and decided to have new inspections done on the property rather than base things on the findings of a report done in 2008. He stated that two reports were done—one covered the physical state of the building and the second was done to assess the building for environmental hazards. The first inspector recommended some repairs to be done in the future, but saw no reason why a tenant couldn't stay there through next September. Mr. Dipaola asked if that is specifically stated in the report, or whether it was verbal. Mr. Arozena said it was verbal and he doesn't think it specifically says that in the report. Mr. Dipaola said that he has concerns that the library is still open to liability. He agrees that it would be a difficult thing to remove the current tenant, but thinks that if the report does not specifically state that it is safe for a tenant to occupy the space that we are still liable if anything were to occur in the building. He would like to see someone saying that it is safe for the public. He asked that we ask the driving school for an addendum to the contract that states that we are renting the building to her "as is" and to see if she has insurance to cover any incidents that might occur during her term of rental. The environmental inspector did not find any asbestos. There is a mold problem on the second floor (which is currently empty.) Lead paint was found on the lower floor, but shouldn't be an issues since only adults use the area. Mr. Dipaola stated that we would need to have these surveys done as part of the architect's review of the building anyways. Mr. Arozena said that that was true and that the architect knocked off \$3,000 of his price as we had the surveys done. Ms. Savage (public) approached the podium and asked if the insurance company wouldn't just require us to fix problems with the building. Mr. Dipaola stated that he isn't sure that the carrier even knows that we rent the building out. Mr. Bloom stated that we should alert the carrier that we have rented out the building and its state according to the recent inspections.


- **Adoption of agreement with architect for Miller project**
- Mr. Arozena said that the agreement is what attorneys on both sides came up with. Mr. Dipaola asked if the drawings were enough for a contractor to work with. Mr. Arozena said he would contact the architect. Mr. Dipaola said that there are only three options as far as the Miller Building goes—rental, renovation or sale. He said he is not sure whether rental is an option as library monies may not be used for non-library uses. Ms. O'Halloran said she is not comfortable moving on with the project beyond the basic plans without public input. Mr. Dipaola suggested that we get a set of the 'as-is' plans and then approach the public for their input. Mr. Bloom suggested that we confirm what we get with as-is plans and reconvene with the next meeting. Mr. Dipaola said that we should divide the project into two phases and get clarification from the architect as to what the conceptual drawings include. Mr. Dipaola moved to postpone the item until the next meeting. Ms. O'Halloran seconded. The board voted to postpone the item 3-0.
- **Approval of minutes of October 8, 2015 meeting**
- Ms. O'Halloran moved to approve. Mr. Bloom seconded. The Board voted 3-0 to approve the minutes.
- **Approval of vacation time in concordance with policy 3020.2.1**
- Mr. Arozena stated that a new full-time hire has 14.5 years experience at his last job and one year prior to that in a similar position. The policy states that at 15 years experience that the Board can approve a higher level of vacation. Mr. Arozena asked that the Board accept the prior experience and move him to the next level of vacation accrual. Ms. Savage from the public asked if prior experience was usually taken into account in these matters. Mr. Arozena said he thought the level was close enough in this case to warrant the increased accrual. Ms. O'Halloran stated that she would be more comfortable with a policy change rather than a one-time approval. Mr. Bloom concurred that the policy should be changed.
- **Adoption of calendar for 2016**
- Mr. Arozena gave the Board a list of proposed dates for the meetings of 2016. He said they are all the second Thursday of each month and that the proposed list had been cleared with the city. Ms. O'Halloran moved to accept the dates. Mr. Bloom seconded. The measure passed 3-0.

**Meeting adjourned.**



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**John Gabby, President**



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**Guy Garcia, Clerk**